

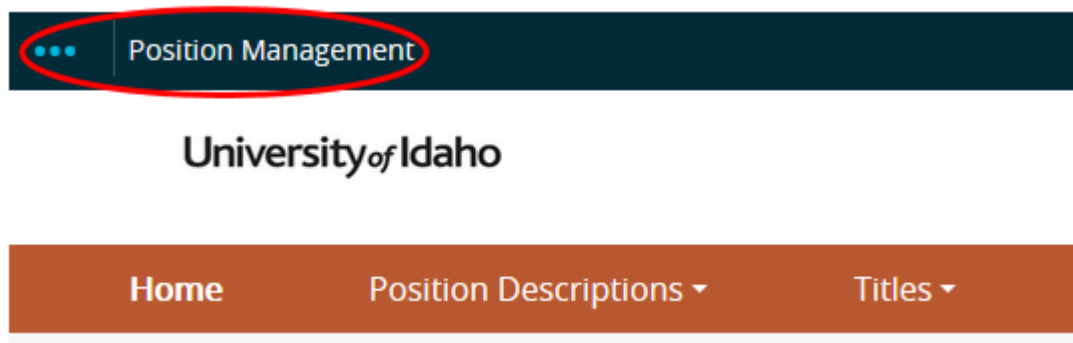


Accessing Position Descriptions

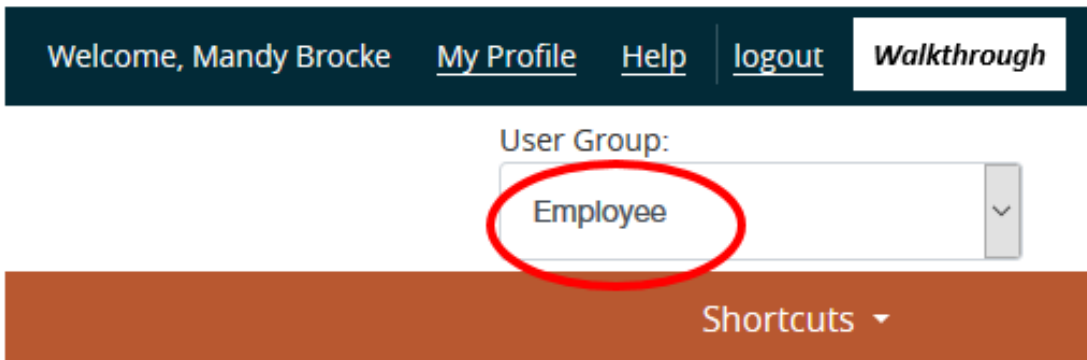
1. Log in to PeopleAdmin by clicking on the SSO Authentication link here:
<https://uidaho.peopleadmin.com/hr/login>

A screenshot of the University of Idaho PeopleAdmin login page. The page has a dark grey background. At the top left, the text 'University of Idaho' is displayed in white. Below this, a message in white text reads: 'University of Idaho employees should click on the Single Sign On link listed below'. A user announcement follows: 'User announcement: If you receive an error regarding external authentication, please clear the cache on your browser and try logging in again. If you continue to receive this error, please send a note to hr-peopleadminhelp@uidaho.edu. Thank you!'. Below the announcement, the text 'Guest User:' is centered. There are two white input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below these fields is a blue 'Log In' button. At the bottom of the form area, there is a link: 'Authenticate with single sign-on? SSO Authentication'. A yellow arrow points to this link.

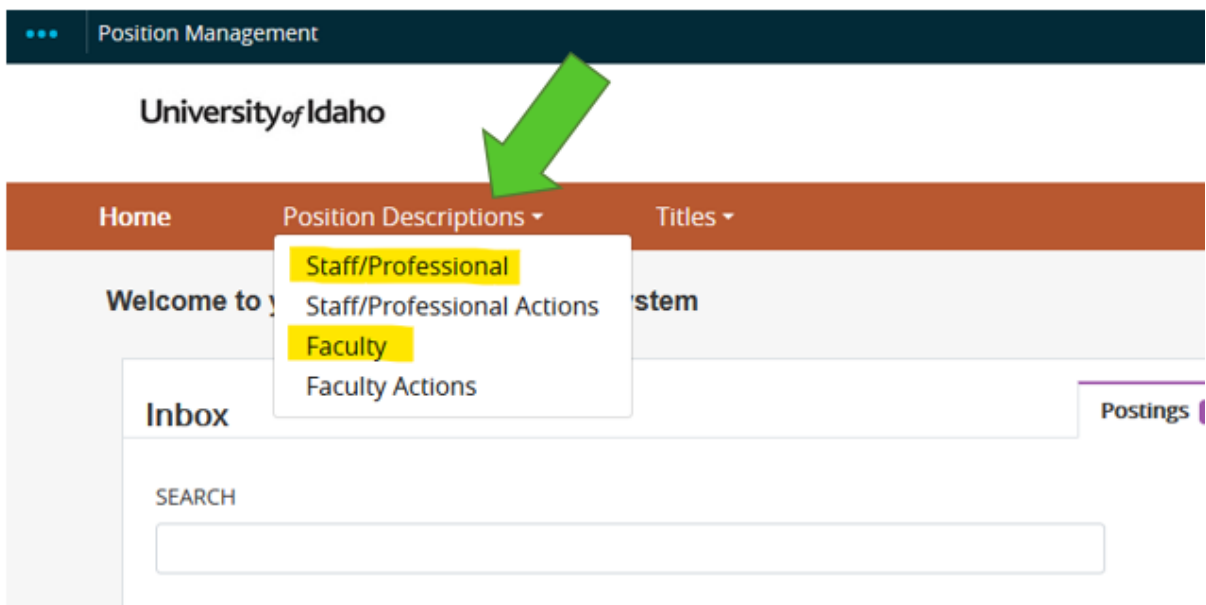
2. After you have logged in to PeopleAdmin, ensure you are in the **Position Management** module on the top left corner of the screen. If it does not say **Position Management**, click on the three dots to change modules.



3. Then, make sure your access is set to **Employee** in the user group dropdown on the right side of the screen.



4. From the tabs at the top of the homepage, select **Position Descriptions** then **Staff/Professional** or **Faculty** from the drop-down menu. These options will take you into the job description bank for each position type.



5. You may search for the job description using the employee last name, position title, or position control number (PCN). Click **Search**. When using a PCN do not include the oo at the beginning of the job description or the suffix. Once you have located the position description you are looking for, click on the **Position Title**.

Staff/Professional Position Descriptions

Saved Searches ▾ Search [More Search Options ▾](#)

Ad hoc Search × ACTIVE POSITION DESCRIPTION

Ad hoc Search 1 Save this search? Selected records 0 × Clear selection?

<input type="checkbox"/>	Position Title	Department	Classification Group Title	Employee First Name	Employee Last Name	Position Control Number
<input type="checkbox"/>	HR Recruitment Resource Specialist	Human Resource Services	Human Resources Specialist	Mandy	Brocke	6187

Staff/Professional Position Descriptions

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<input type="checkbox"/>	Position Title	Department	Classification Group Title	Employee First Name	Employee Last Name	Position Control Number
<input type="checkbox"/>	HR Recruitment Resource Specialist	Human Resource Services	Human Resources Specialist	Mandy	Brocke	6187

6. Within the position description, you can print or save as a pdf.

 [Print Preview](#)

 [Print Preview \(Employee View\)](#)

 [View Supervisor](#)

If you have any questions about how to access a position description, please reach out to employment@uidaho.edu or 208-885-3611.